



STAFF REPORT

Setting the Biannual Council Priority Calendar (Step One – Public Input and General Direction)

Honorable Mayor and Council Members:

Summary

Based on direction provided by Council, staff has implemented a biannual process for reviewing and prioritizing current and proposed Council study items. Study items are one-time projects that require significant staff time and generally are placed on the Council agenda for action. The first Priority Calendar was adopted in April 2002. It is time for the biannual review.

A three-step process is again proposed:

- On August 26, review all current and proposed projects, seek clarification, solicit public input and provide general direction.
- On September 9, vote to remove any current or new projects that are not a priority for study and rank all remaining new projects.
- On September 23, review the rankings and final Project Description Forms (PDFs) and approve a six-month Priority Calendar.

The goal of this process is for Council to clearly state what their priority for study is and to prevent issues from coming up at different times and overwhelming staff without a clear sense of what is *most* important to the community. In exchange for this greater ability to do effective workload planning, staff will be held to a higher level of accountability for delivering on what is on the calendar when we say we will deliver it. The calendar also provides greater clarity and advance notice to the public on when they can expect a staff report on a particular issue to be before the City Council.

Attachment A is a summary of all current and proposed projects. PDFs for current projects can be found in Attachment B, and in Attachment C for new projects (including “below the line” items from the last ranking). Attachment D is the current Priority Calendar, noting what has been accomplished in the past six months.

Staff recommends Council review the attachments and, after soliciting public input, provide any direction to staff in anticipation of the ranking process at the September 9 meeting.

Background

In October of 2001, staff presented Council a report that, among other things, was intended to enhance Council's understanding of the multitude projects and competing demands on staff time. As a result of that report, the Council Protocols were amended to establish a biannual review of study items and a process for handling Agenda Item #9's.

The definition used for "study items" (or priority calendar items) is studies or implementation activities that -

- Require at least 15 hours of staff time
- Are one-time in nature
- Have been directed by Council or the City Manager through specific action, including the budget
- Do not reflect the routine provision of City services
- Are mandates imposed by the state or federal government, or other funding agencies
- Are major capital improvements

In order to ensure the system captures all issues, while recognizing the limited resources available to undertake studies, the October 2001 report led to the creation of a "below the line" category of projects. These are items that are not expected to be started within the next six months. PDFs are created with the descriptions and estimated hours/cost, but due dates for the milestones are not detailed. These items are not acted on, but are kept on the master list for the next biannual review by Council. Should Council desire that staff address an issue earlier than proposed, other projects might need to be adjusted or additional resources secured.

In February 2003, Council modified the biannual process somewhat to limit the fall review. As such, commissions did not provide input into this process, but will next March.

Discussion

Completed/removed projects

Since the current Priority Calendar was adopted in March 2003, the following projects have been completed or are otherwise being dropped for the reasons listed below and will be removed from tracking.

<u>Number</u>	<u>Title</u>	<u>Reason</u>
CM07	Review of Intergovernmental Relations Program and Policies	Completed
CD07	Enforcement of Project Conditions	Changes to arborist contract and internal procedures have accomplished goal
CD08	Religious Assembly Parking Standards	Completed

FN02	Purchasing Ordinance Update	Completed
HR01	City-wide Training Program	Development completed; training ongoing
PR02	Outdoor Recreation Task Force	Completed
PR05	Sister Cities Exchange Program	Committee operational now
PR10	Proposed Park at Notre Dame and Winding Way	Council agreed to no longer Pursue
PW01	Ralston/101 Interchange	No further Council action required; updates will continue to be provided
PW03	Traffic Calming Program	Final action expected 8/26
PW05	Traffic Policies	PW08 and Ralston Ave. changes complete what can be done at this time
PW08	Review of Speed Hump and STOP sign policies	Completed

Project Description Forms

One of the purposes of the Priority Calendar is to ensure Council and staff are on the same page with regard to the scope of a project and what it takes to complete it to Council's satisfaction (including timeframe). Thus, it is important that every project have a Project Description Form (PDF) reviewed by Council.

PDFs for current projects that were previously ranked by Council have been reviewed and updated as appropriate (see Attachment B). Several have been modified since the Council's last review. It is important for Council to review these and ensure the description and timeline remain acceptable. If Council wants to alter the scope or timeline for any of the current projects, direction should be provided to staff prior to ranking the new projects.

As in the past, the forms include a section for "Staff Recommendation." Generally, staff will make "No Recommendation" as the purpose of this process is for Council to set priorities and provide clear direction to staff. However, in some cases, staff will make a recommendation, in which case there is usually a brief explanation in the "Comments" section at the bottom of the page. Keep in mind staff capacity to take on new projects is limited, as first priority is for on going service delivery and then comes current projects.

Staff is recommending two of the current items be placed below the line. Because of the potential actions in the state legislature and pending litigation, the City Attorney is recommending that **CA02** – Confidential Consumer Information – be placed below the line. Parks and Recreation is recommending that **PR01**, Performing Arts Center at Ralston School, be placed below the line because the School District has put the issue on hold.

Staff is recommending that two of the current below the line items **remain below the line**: Creek Restoration (PW) and City Entry (Parks and Rec.).

Staff is recommending two of the current below the line items be **dropped**: *Road Plans* and *Street Lights Policy*. These were first suggested by staff prior to the arrival of the Public Works director and he does not see them as a good use of staff resources.

Staff has moved the “Residential Shuttle Program” from below the item to “current” as work has begun on that project.

There are a total of **22 projects to rank at the next meeting**. New PDFs have been drafted for each of the three new items (all in Community Development) that have surfaced since the last review in September. These all originated from Council. Previous “Below the line” items include ten PDF’s from Community Development, four from Parks and Recreation, three from Public Works and two in the City Manager’s Office. Descriptions for all the projects to be ranked can be found in Attachment C.

Commission Input

Commissions will not have formal input during the process this fall, but will again have their recommendations for the spring of 2004 priority setting.

Biannual Review

Attachment D is the current Priority Calendar, noting which items were accomplished over the past six months.

Similar to what was done in the Spring, staff recommends Council adopt the process outlined below to develop the Council Priority Calendar. It is suggested that Council review all of the projects in two broad categories: current items and new items (those proposed since the last review as well as those “below the line”). Only the new items will be ranked, but Council can provide new direction on the current list if it so desires.

August 26 meeting

- Public input on current and proposed issues.
- Council reviews, discusses and seeks clarification on the current issues (Attachment B).
- Council reviews, discusses and seeks clarification the new items (including those “below the line”). Attachment C is PDFs for the new items.
- Council can suggest additional items they would like staff to develop PDFs for.

September 9 meeting

- Council has any additional discussion on the issues.
- A majority vote is required to remove or to modify any current item.

- Council will then be asked if there are any new items on the list that they want to drop or modify (majority vote required). *It is important that Council use this mechanism to ensure that only true priorities are undertaken.*
- Council will then rank all the remaining new items, by department.
- We will take a short break (or move on to the next agenda item) while staff tabulates the results and then reports back to Council.

Between September 9 and September 23

- Staff will review the list and determine how many new items can be taken on given existing budgets, staffing and workloads - and what timelines are realistic for achieving them. Council should note that the first priority for staff is providing day-to-day operations, then existing special projects, so *there is limited capacity for new projects.*
- Timelines will be filled in for those new projects that staff proposes to take on in the next six months.
- Those that can't be undertaken in the next six months will be recommended for "below the line" and will automatically come back at the next review.

September 23 meeting

- Staff will bring back the list of what we feel can be accomplished, along with completed PDFs with timelines.
- Council will have the opportunity to review and revise the list, then adopt a six-month Priority Calendar.

Citywide Priorities

In the Spring of 2002, the City Council adopted 12 issues as "citywide priorities" for 2002-2003. The intent was to highlight projects that were significant in terms of the time and resources devoted to them, as well as their impact on the community. While the goal is that *all* items on the Priority Calendar will be completed according to the timelines established, the citywide priorities are those where Council and staff devote focused attention. It is also a way to show that, although we have established this biannual priority setting process, there are certain major issues that transcend the six-month timeframe and are the priorities for the Council during its entire two year tenure (even though some may take longer than 2 years to complete, significant progress is expected in that timeframe).

Periodic updates on those issues have been provided to Council and posted on the web. Another update will be provided with the report for Step 3 of the Priority Calendar process in September. Staff suggests that it would be appropriate to review and update that list during the Spring 2004 process so the newly seated Council can set citywide priorities for 2004-2005.

Fiscal Impact

There is no direct fiscal impact to this report. Individual projects have cost estimates associated with them on the PDFs and the fiscal impact of the alternatives would be discussed when the individual item is brought back to Council for action.

Recommendation

Staff recommends Council approve the priority setting process outlined in this report and provide any appropriate direction to staff in advance of the September 9 ranking process.

Alternatives

1. Modify PDFs in Attachment B and/or C and approve them
2. Modify the priority-setting process
3. Provide alternative direction to staff
4. Take no action at this time

Attachments

- A. Summary (current projects, existing below the line and new to rank items)
- B. Project Description Forms for current projects
- C. Project Description Forms for new projects (including BTL)
- D. Current Priority Calendar (completed items are noted in status area)

Respectfully submitted,

Daniel Rich
Assistant City Manager

Jere A. Kersnar
City Manager

Attachment D

March 25, 2003

- City Council approval of HIA annexation application
- City Council hearing and first reading on Design Review
- ✓ Report to Council on pavement condition, values and programs (Study Session) (4/22)
- Council approves new Permanent Encroachment Permit requirements
- ✓ Changes to Chapter 15 of Municipal Code – Offenses Miscellaneous – Division 2 (Firearms), Division 3 (Junk Guns)

April 8, 2003

- ✓ RDA reviews and approves specifications for Emmett House (*update*)
- ✓ RDA approves consultant for 1365 Fifth Ave. (*RFP*)
- ✓ Discussion and direction from Council on Winding Way Park (5/27)
- ✓ Council award of arch. Contract – Library project re-conceptualization (4/22)

April 22, 2003

- ✓ City Council direction on Planned Development Review issues (*Zoning Amendment*)

May 13, 2003

- RDA consideration of Emmett House award of contract
- City Council hearings on HIA application
- ✓ Traffic Policies work plan to Council
- ✓ City Council considers Ordinance establishing new Speed Hump and Stop policies (7/22)
- ✓ Council considers award of contract for Ralston/101 Direct Access (*Agreement w/ RWC* 7/22)
- ✓ City Council direction on options for regulating secondary dwelling units

May 27, 2003

- City Council review and adoption to Grading Ordinance
- ✓ Purchase Ordinance recommendations to Council - first reading (7/8)
- Report to Council on pavement management costs and financing
- ✓ Municipal Code - Chapter 6 – Bicycles (6/10)

June 10, 2003

- Development Impact Fee recommendations to Council – introduction
- Parking Review (Study Session)

June 24, 2003

- ✓ City Council calls for bids – Playground Improvements
- ✓ Proposed Traffic Calming changes (Study Session) (7/22)
- ✓ Budget adoption

July 8, 2003

- Council Approves Final Parking Policies
- ✓ Outdoor Recreation Task Force Report to Council
- Council Adopts Purchase of Art Policy
- ✓ City Council Review and First Reading – Secondary Dwelling Units

July 22, 2003

- ✓ City Council Awards contract for Playground Improvements (Plans & Specs 6/24)
- ✓ Council adopt revised Traffic Calming program

August 12, 2003 – MEETING CANCELLED

August 26, 2003

- Complete construction documents/estimates
- Council adopts revised traffic calming program

September 9, 2003

- Council considers design review – Library project re-conceptualization
- Council considers approval to advertise for bids (Bike/Pedestrian Bridge)
- Priority Calendar – step 1
- Hearing and first reading on Design Review
- Council considers approval to advertise for bids on 101 Bike Pedestrian Bridge

September 23, 2003

- Council considers award of contract for construction on Old County Road
- Priority Calendar – step 2
- Council award construction contract on City Hall/Police Facility
- Second reading on Design Review
- Report to Council on pavement costs and financing
- Council approves new requirements for Permanent Encroachment Permits

October 14, 2003

- Council award construction contract for Police/City Hall facility
- Complete Personnel policies and procedures review/update
- Priority Calendar – step 3
- Municipal Code Chapter to Council
- RDA approves consultant for 1365 Fifth Ave.
- Council review and first reading of Planned Development Review
- Council adopts purchase of Art Policy

October 28, 2003

- City Council direction on Teen Center

- Council considers award of contract for Bike/Pedestrian Bridge
- Neighborhood Outreach meeting for Emmett House Renovations
- Council direction on grading issues
- Council consideration of Economic Development Strategy
- Second reading of Planned Development Review
- Council considers award of contract for 101 Bike Pedestrian Bridge